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Public Health and Social Services Department

EMPLOYEE EMERGENCY HANDBOOK

[Insert collage of appropriate photos]

Know what to do...when a disaster strikes

Thurston County Public Health & Social Services Department
Employee Emergency Handbook

Table of Contents

Message from the Director.....	1
Emergency Management Plan: On Site/Immediate Response:	
Earthquake Plan	2
Fire Plan.....	4
Winter Storm.....	6
Departmental Incident Response Policies & Procedures:	
11-100: Activation of a Public Health Incident Response Team.....	8
11-101: Routine Service Delivery During Non-Routine Circumstances.....	10
11-102: Duty to Report to Work in A Disaster.....	12
Where Will Department Operations Be Conducted?.....	14
Objectives of the Department During an Emergency.....	15
Who's In Charge During an Emergency?.....	17
Your Role as a County Departmental Employee in a Disaster.....	19
Recovering From a Disaster.....	23
Attachments:	
A: TIME CRITICALITY OF DEPARTMENTAL SERVICES.....	24
B: INCIDENT RESPONSE PLANNING: STAFF ASSESSMENT MATRIX.....	29
C: FAMILY LOCATOR MATRIX SAMPLE.....	30
D: FAMILY LOCATOR MATRIX.....	31
E: FAMILY DISASTER PLANNING.....	32
F: DISASTER SUPPLIES KIT.....	36

*The Department would like to thank the City of Olympia for sharing their handbook concept, so that we all
might be better prepared to serve in times of emergency.*

Published April 2002 by the Thurston County Public Health & Social Services Department

Message from the Director

The Thurston County Public Health and Social Services Department Employee Emergency Handbook is a practical guide that defines your role and responsibilities as a Department employee in the event of an emergency, disaster, or other non-routine circumstance in the Department.

When you began work as a Department employee, you became a vital and important member of the Department's Emergency Response Team. Without you, the careful plans and preparations we have made to provide assistance to our residents may not succeed.

This handbook has been designed to guide you in how to respond in these unusual circumstances. We have included general guidance that explains your duties in any disaster or emergency and specific, immediate actions you must take in earthquakes, fires, and winter storms. Each employee is responsible for knowing the Department's policies and procedures regarding your responsibilities during emergencies so that you may safely carry out your assigned duties.

Even though we may not be able to prevent a disaster such as a catastrophic earthquake, we can be prepared. When disaster strikes, the speed with which the Department responds and the skill with which you perform your assigned duties will lessen the impact on the people of Thurston County. Thank you.

Patrick M. Libbey
Director

EMERGENCY MANAGEMENT PLAN
Thurston County Public Health and Social Services

Earthquake Plan: On Site / Immediate Response

When an earthquake begins all employees should:

- Inside: Get under sturdy desk or table or under a doorway with a door frame. Stay low and hold on.
- Outside: Move away from buildings, poles, overhead wires, and steep slopes.
- In vehicle: Drive away from underpasses, overpasses, light poles, and other overhead objects. Move out of traffic lanes as far as possible, and stop.
- Stay in a “safe” place until the shaking stops.

After shaking stops, employees should evacuate the building:

- Normal business operations will be suspended until the building is re-opened.
- Expect aftershocks.
- Take Thurston County Emergency Kit if circumstances allow (that is, personal safety not at risk).
- Take car keys, coat and personal valuables if circumstances allow.
- Staff will shut cash drawers as they exit their work area.
- Assist clients, visitors in leaving the building. Assist injured in safely exiting building.
- Stay away from electrical lines and other power sources.
- Leave the building and go to the following respective locations:

If you are working in:	Go to:
Building 1	“The Point” (East Parking Lot)
Building 4	Employee leased parking lot
Lilly Road building	East end of parking lot (near picnic tables)

- Report to the emergency coordinator in **ORANGE VEST**. Report location of any seriously injured or trapped persons remaining inside the building.
- Do not return to the building or leave until a supervisor or an emergency coordinator says you can.
- **Do not leave the site.** Wait for further instruction from the emergency coordinator or supervisor.
- Do not use telephones except to report an emergency.

Emergency Coordinators

The Emergency Coordinator is responsible for the following:

- Assign an employee to each exit who will prevent people from re-entering the building.
- Conduct a roll call to determine if an employee may be in the building.
[Note: In order to make the roll call as accurate as possible, any staff member leaving the building during work hours for breaks or other purposes should make their supervisor or a co-worker aware of their absence.]
- Report the result of the roll call to the Site Emergency Manager.

The Emergency Coordinator and alternates for your building are as follows:

Building:	Emergency Coordinator	Alternates
Building 1	Mike Clark	Gary Duvall Art Starry
Building 4	First Floor: Sue Davis Second Floor: Gerald Tousley	Bob Mead Sally Toteff
Lilly Road Building	Patti Swanson	First Floor: Carmen Desimone Lisa Furtwangler Second Floor: Debby Carr Jim Goers Fran Feil

Site Emergency Managers

Site Emergency Managers are responsible for the following:

- Establish a safety perimeter around the building.
- Take reports from and relay necessary information to Emergency Coordinator.
- Call for necessary emergency personnel.
- Report to the County Chief Administrative Officer.
- Contact emergency personnel upon their arrival and report any missing employee or known problem.
- When emergency personnel are not available, organize self-help teams.

The Site Emergency Manager and alternates for your building are as follows:

Building:	Site Emergency Manager	Alternates
Building 1	Don Krupp	Dotty Tryk Jim Wilcox
Building 4	Peggy Quan	Dick Blinn Chris Curtis
Lilly Road building	Pat Libbey	Sherri McDonald Julie Miller Deborah Ahern

EMERGENCY MANAGEMENT PLAN
Thurston County Public Health and Social Services

Fire Plan: On Site / Immediate Response

An employee who discovers a fire in the building must take immediate action to:

- Activate the building fire alarm if it is not already sounding.
- May attempt to put out the fire with an extinguisher if it is small and judged to be controllable.

When made aware of a fire within the building by alarm or any other means, each employee should:

- Shut down computers and other equipment if circumstances allow (that is, personal safety not at risk).
- Take car keys, coat and personal valuables if circumstances allow (that is, personal safety not at risk).
- Staff will shut cash drawers as they exit their work area.
- Assist clients and visitors in leaving the building.
- Close doors and windows on the way out.
- Walk to the exits. Do not use the elevators.
- Leave the building and go to the following respective locations:

If you are working in:	Go to:
Building 1	"The Point" (East Parking Lot)
Building 4	Employee leased parking lot
Lilly Road building	East end of parking lot (near picnic tables)

- Report to the emergency coordinator in **ORANGE VEST**.
- Do not return to the building or leave until a supervisor or an emergency coordinator says you can.
- Wait for further instruction from the emergency coordinator or supervisor.

Emergency Coordinators

The Emergency Coordinator is responsible for the following:

- Assign an employee to each exit who will prevent people from re-entering the building.
- Conduct a roll call to determine if an employee may be in the building.
[Note: In order to make the roll call as accurate as possible, any staff member leaving the building during work hours for breaks or other purposes should make their supervisor or a co-worker aware of their absence.]
- Report the result of the roll call to the Site Emergency Manager or fire department.

The Emergency Coordinator and alternates for your building are as follows:

Building:	Emergency Coordinator	Alternates
Building 1	Mike Clark	Gary Duvall Art Starry
Building 4	First Floor: Sue Davis Second Floor: Gerald Tousley	Bob Mead Sally Toteff
Lilly Road Building	Patti Swanson	First Floor: Carmen Desimone Lisa Furtwangler Second Floor: Debby Carr Jim Goers Fran Feil

Site Emergency Managers

Site Emergency Manager Responsibilities include:

- Ensure the fire department has been called.
- Establish a safety perimeter around the building.
- Take reports from Emergency Coordinator.
- Meet with fire department upon their arrival. Report any missing employee or other known problem
- Report to the County Chief Administrative Officer.
- Aid the fire department in maintaining the safety perimeter.

The Site Emergency Manager and alternates for your building are as follows:

Building:	Site Emergency Manager	Alternates
Building 1	Don Krupp	Dotty Tryk Jim Wilcox
Building 4	Peggy Quan	Dick Blinn Chris Curtis
Lilly Road building	Pat Libbey	Sherri McDonald Deborah Ahern

EMERGENCY MANAGEMENT PLAN
Public Health and Social Services Building

Winter Storm: On Site / Immediate Response

Employees should listen to the emergency broadcast system for instructions before coming to work.

- Weather information and instructions from local emergency managers will be broadcast on the Emergency Broadcast System (locally, KGY 1240 AM or KOMO 1000 AM). Thurston County work site closures will be broadcast on this station.
- Listen specifically for information about the Health Department work sites, as our services may remain in operation when other county departments are closed.
- Personnel Rules relating to “Use of Leave for Inclement Weather and Related Conditions” will apply.

Employees will NOT leave work without supervisor’s approval.

- Do not leave work without getting your supervisor’s approval. Your services may be needed in an emergency situation.
- Employees who request to go home when the work site has not been closed are subject to the Personnel Rules relating to “Use of Leave for Inclement Weather and Related Conditions.”

Only the Director, Deputy Director, Health Officer, or Environmental Health Director has the authority to close a work site.

- The Health Department is responsible for assuring sufficient staff are available to respond to public health and social service needs, even in adverse conditions.
- In conditions which may limit availability of staff for routine or extraordinary situations, supervisors / managers have authority to reassign staff to critical services within their scope of practice and competency, and to cancel planned time off or training.
- Refer to Policy 11-101 -- Routine Service Delivery During Non-Routine Circumstances.

Personnel Rules Chapter 4, Section 13: “Use of Leave for Inclement Weather and Related Conditions”:

A. When the Work Site Remains Open During Inclement Weather

- The day will be a normal workday.
- The appointing authority will require employees who do not report to work, who report late to work, or who leave early on their own initiative to use accrued leave or comp time or take leave without pay for the time that they are absent. Employees may not use sick leave.
- The amount of leave taken shall be based on the amount of time that the employee is absent from his or her normal work day.

- The employee must give notice of intended absence and type of leave requested according to normal procedures.

B. When the Work Site is Closed, Preventing the Employee from Working

- Employees planning to work that day and prevented from doing so by the closure are not required to take leave.
- Employees who report to work late or leave early due to the closure or due to direction from their appointing authority are not required to take leave.
- An employee who has pre-scheduled leave whose absence is unconnected with the closure of the work site shall take the time off as planned. The County shall not adjust the leave due to the work site closure.
- The appointing authority may require an employee to work even though his or her work site is closed. If the appointing authority finds that the required work creates an undue hardship for the employee, the appointing authority may allow an employee required to work to take the time worked off at a later mutually convenient time.
- In cases where the closure lasts beyond five working days, the Board of County Commissioners will determine what rules will govern. In extended closure situations, employees may be required to report to alternate work sites and may be assigned temporary duties in response to the extended closure.

C. Application to Other Closures of the Work Site

This rule shall also apply in other unusual situations requiring the closure of a work site.



PUBLIC HEALTH & SOCIAL SERVICES DEPARTMENT

POLICY 11-100

Approved by: _____
Diana Yu, Health Officer

Activation of a “Public Health Incident Response Team”

This policy applies when Health Department staff are made aware of a public health threat that requires a response beyond the normal and routine health protection and promotion activities of the Health Department.

A) Public Health Incident Response Team Is Initiated By Any Staff Member

A Public Health Incident Response Team can be requested by any staff member, in consultation with program supervisor or manager, made aware of a public health concern that goes beyond routine communicable disease or environmental health investigation and follow-up.

B) Public Health Incident Response Team Is Made Up of Various Staff

The Public Health Incident Response Team should include, at minimum:

- Health Officer
- Director and/or Deputy Director and/or a Program Manager
- Epidemiologist
- Environmental Health staff with expertise in assessing food and living environment issues
- Communicable Disease staff
- Staff from any program that may be affected by the Incident Response (other clinical services, HUB, financial services, information technologies).

C) Public Health Incident Response Team Is Convened Quickly

The first Public Health Incident Response Team meeting is scheduled within one working day after notification of health threat. In the case of communicable disease, it is scheduled within one working day after completion of the initial case investigation.

D) Communication Planning Is Part of Incident Response

Planning clear, timely, and appropriate communications from the Public Health Incident Response Team to Department staff, medical providers, community organizations, and the population as a whole is an essential component of an Incident Response.

The communication plan addresses:

1. Routine communication with all Department staff relative to the incident response issue and any changes in ongoing Department services.
2. Public Health Alerts may be needed for targeted state and local partners such as:
 - Health care providers
 - Emergency rooms
 - Urgent care clinics
 - DOH epidemiologist
 - Thurston County Board of Health
 - Surrounding counties
 - Schools
 - Day care centers
 - 911
 - Crisis Clinic
3. Messages to the county population as a whole may be needed to inform the public on health risks, intervention strategies, to provide accurate information, or to control fear or panic among the public. The communication plan considers working with:
 - HUB Staff
 - Thurston County Information Desk
 - Media

E. Debriefing Is Inherent In Incident Response

The Public Health Incident Response Team meets periodically during an incident response lasting longer than several weeks, and debriefs following the incident response. Debriefing includes a discussion of “What worked?”, “What can be improved?”, and documents follow-up.



PUBLIC HEALTH & SOCIAL SERVICES DEPARTMENT

POLICY 11-101

Approved by: _____
Patrick Libbey, Director

Routine Service Delivery During Non-Routine Circumstances

This policy applies when staffing for routine service delivery is reduced. Staffing reductions may be related to high rates of staff illness, weather conditions, community emergencies, or activation of a “Public Health Incident Response Team” (see Policy 11-100).

Employees Are Expected to Work in Routine and Non-Routine Circumstances

To the extent possible, routine services of the department are maintained during normal business hours.

It is the Health Department’s expectation that its employees will be available for work in both routine and extraordinary circumstances. It is the department’s responsibility to assist its employees in being ready to do so. It is not the department’s responsibility to accommodate employees’ personal needs to the exclusion of their availability to work.

The department is responsible for assuring appropriate staff are available to respond to the public health and social service needs of the community. This could result in the cancellation of planned absences such as meetings, training, and in extreme cases, vacations.

Authority To Interrupt Routine Services During an Adverse Staffing Situation

Authority to stop routine service delivery during an adverse situation resides with the Director, Deputy Director, Environmental Health Director, or Health Officer and depends on the level of available staffing in the situation.

LEVEL 1. AUTHORITY: PROGRAM MANAGERS & ENVIRONMENTAL HEALTH SENIOR STAFF

Program Managers maintain normal operations. A small number of program staff are unavailable for normal duties. Routine operations are maintained, based on mix of staff available, within existing resources.¹

LEVEL 2. AUTHORITY: DIRECTOR/ DEPUTY DIRECTOR/ ENVIRONMENTAL HEALTH DIRECTOR

Director, Deputy Director, or Environmental Health Director authorizes reduced service delivery in consultation with Program Managers or Senior staff as to projected fiscal, contractual, and public health impacts. At this level, operations are sustained within existing Department resources.²

LEVEL 3. AUTHORITY: HEALTH OFFICER/ DIRECTOR

Health Officer or Director authorizes maximum staff call-out for alternative work assignments. Only highly time-critical normal services are maintained. Resources beyond the Department may be activated.

Management Preparation for Reduced Staffing

The Health Department is responsible for assuring sufficient staff are available to respond to Public Health needs. In order to prepare for adverse conditions which may limit availability of staff for routine or extraordinary situations, managers will make the following preparations:

REDUNDANCY

Staff will be cross-trained to provide redundancy in areas of time-critical department services. Staff assignments will be limited to areas of competence within their scope of practice.

CONSIDER TIME-CRITICALITY OF SERVICES

Managers will consider time-criticality of services (see Attachment A) in order to maintain those services for which the health impact is most highly time-sensitive.

CANCELING PLANNED TIME OFF

Managers will have the option of changing planned training, meetings, or vacations.

ENCOURAGE ADVANCE PLANNING BY STAFF FOR HOME AND FAMILY

Managers will direct and support staff to make advance plans for home and family so that they can be on the job during extraordinary situations.

¹ Managers consult with the Director, Deputy Director, or Environmental Health Director when response team activities: Reduce department revenues; interfere with contractual requirements; or, through disruption of normal service delivery, could harm public health.

² When existing resources are insufficient to control the health threat, the Health Officer, Director, or Environmental Health Director will initiate mutual assistance agreements or other resources outside the control of the Department or County.



PUBLIC HEALTH & SOCIAL SERVICES DEPARTMENT

POLICY 11-102

Approved by: _____
Patrick Libbey, Director

Duty to Report to Work in a Disaster/Emergency

Purpose: The purpose of this policy is to establish guidelines for when employees will be required to report to work in the event of an emergency.

Reference: Thurston County Emergency Disaster Plan. RCW 38.52.110

Policy: The Thurston County Public Health & Social Services Department is responsible for protecting the health and safety of the public during times of disaster or emergency. In order to carry out these responsibilities, it is the policy of the County that all employees report to work as required by the response plan. The County will make every effort to provide assistance to employees and their families to facilitate this reporting requirement.

Guidelines:

Where and When to Report. Employees will report for work in accordance with the procedures of the Department's staffing plan for functions that are needed during an emergency/disaster. Employees will be informed in advance of where and when to report.

Employees are expected to make every effort possible to get to the assigned work site. If the employee is unable to get to the assigned job site due to road closures, the employee should report to the nearest fire station.

Employees who are unable to report must contact their supervisor as soon as possible.

Family Needs. If an employee is at home at the time of the emergency, their first responsibility is to care for themselves and their family's immediate needs, and then report to work. If an employee is at work at the time of the emergency, the County will

make every effort to establish contact with the employee's family to determine status and assist where possible.

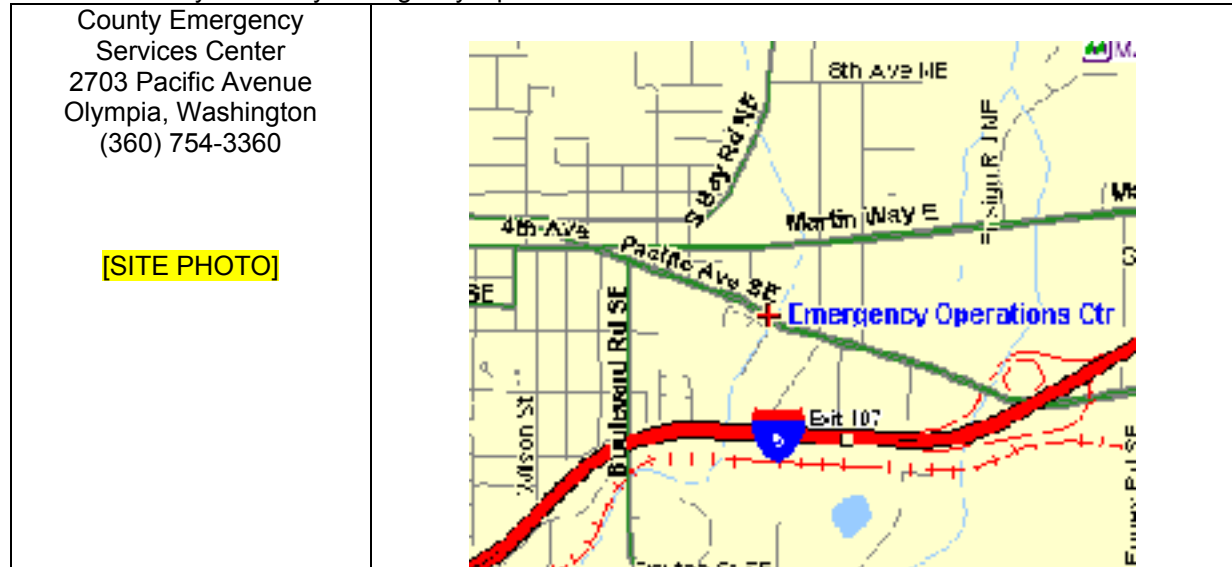
Emergency Shelter. Should it be necessary for an employee to report to work and they have no other place for their family, the employee may bring their family with them. The Department will make every effort to assist in locating appropriate shelter for them. The employee must, however, provide the necessary food, clothing, and other care supplies (e.g. medications, diapers, formula, small toys) that they will need. If the employee has no other child care options, child care will be provided for their children.

Compensation. Employees will be paid in accordance with RCW 38.52.110, the County's Administrative Guidelines, and union contracts.

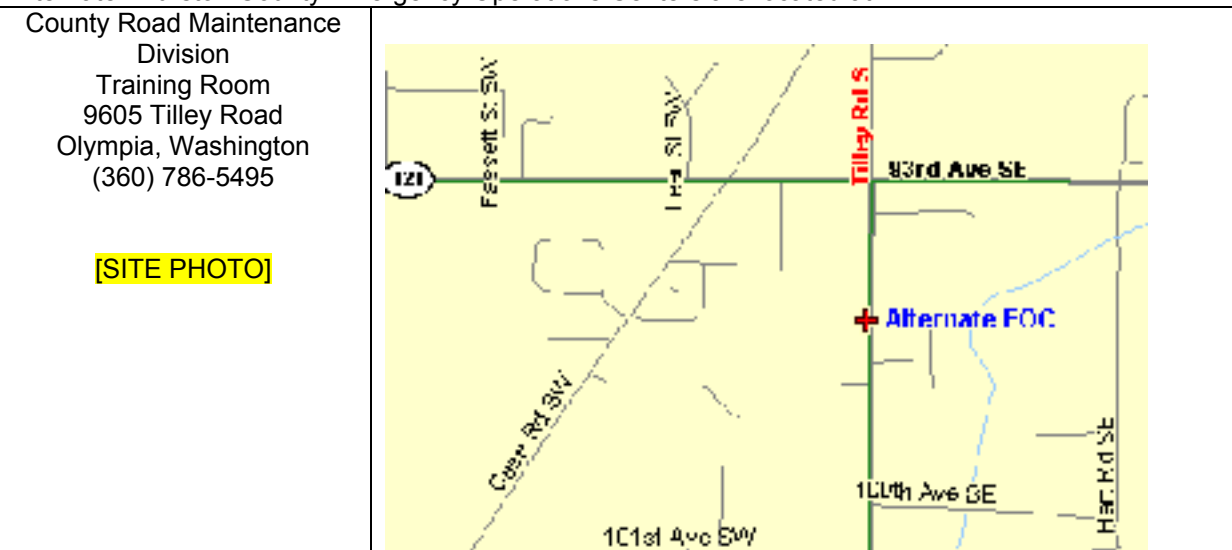
WHERE WILL DEPARTMENT OPERATIONS BE CONDUCTED?

In a declared emergency (a circumstance that exceeds the Department's capacity to respond), the Department will coordinate its functions as part of the unified command structure at the County Emergency Operations Center. Operations and service delivery may be carried out at various designated sites throughout the County, including the Department's facility. When you report to work, your supervisor will tell you where you will be deployed for your part of the operations.

Thurston County's Primary Emergency Operations Center is located at:

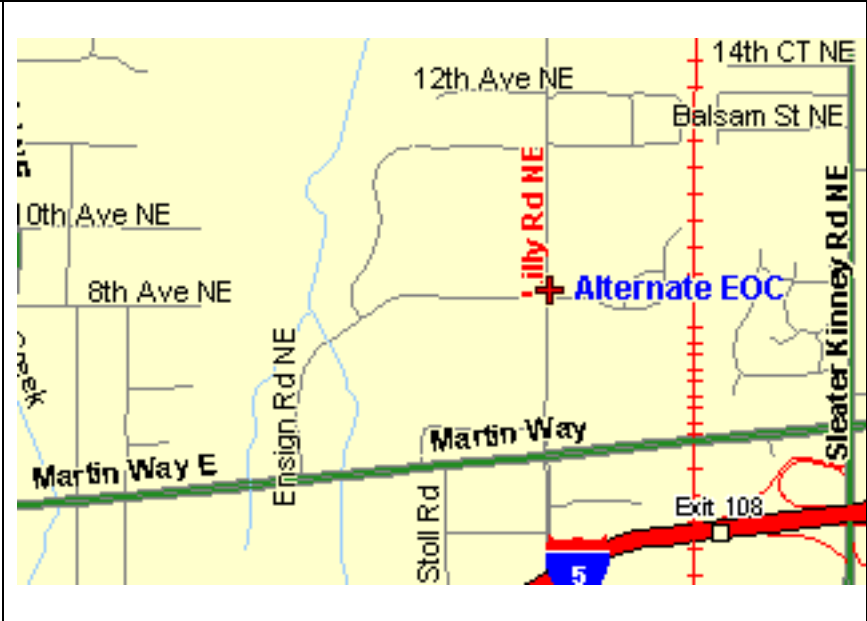


Alternate Thurston County Emergency Operations Centers are located at:



County Public Health &
Social Services
412 Lilly Road, NE
Lacey, Washington
(360) 786-5581 or 786-5585

[SITE PHOTO]



OBJECTIVES OF THE DEPARTMENT DURING A COMMUNITY-WIDE EMERGENCY

The Thurston County Public Health and Social Services Department contributes to community disaster preparations and response in numerous ways. Many of the actions the Department takes during emergencies are an extension of the normal activities that employees engage in regularly. During an emergency, the Department intensively focuses its actions on achieving the following objectives:

- Identify health hazards in the community.
- Identify and control communicable diseases (e.g. immunizations).
- Protect the environmental infrastructure –
 1. Control disease vectors.
 2. Examine and coordinate the safety of food and water supplies against contamination. (e.g. testing of wells, review of donated goods)
 3. Ensure compliance of emergency sanitation standards for disposal of garbage, sewage, and debris. (e.g. inspect septic systems, monitor unpermitted dumping, advise on collecting household hazardous waste, permit and monitor county landfill and other sites)
 4. Assess environmental contamination and public health risk from hazardous materials spills. Assist with hazardous material identification, cleanup, and disposal.
- Work with other public and private health agencies (e.g. hospitals, clinics) to coordinate continued delivery of health care services during and after the disaster.
- Ensure that essential public health services will be able to function post-impact, including maintenance of vital records.
- Participate in damage assessment teams as requested.
- Ensure the provision of mental health services, including stress management services for emergency responders.
- Coordinate provision of nursing staff to shelters.
- Coordinate the health and sanitation services at mass care facilities.
- Communicate public health and social services information to the County Commissioners, Emergency Management, and the public to keep them informed regarding health conditions, warnings, and advisement.

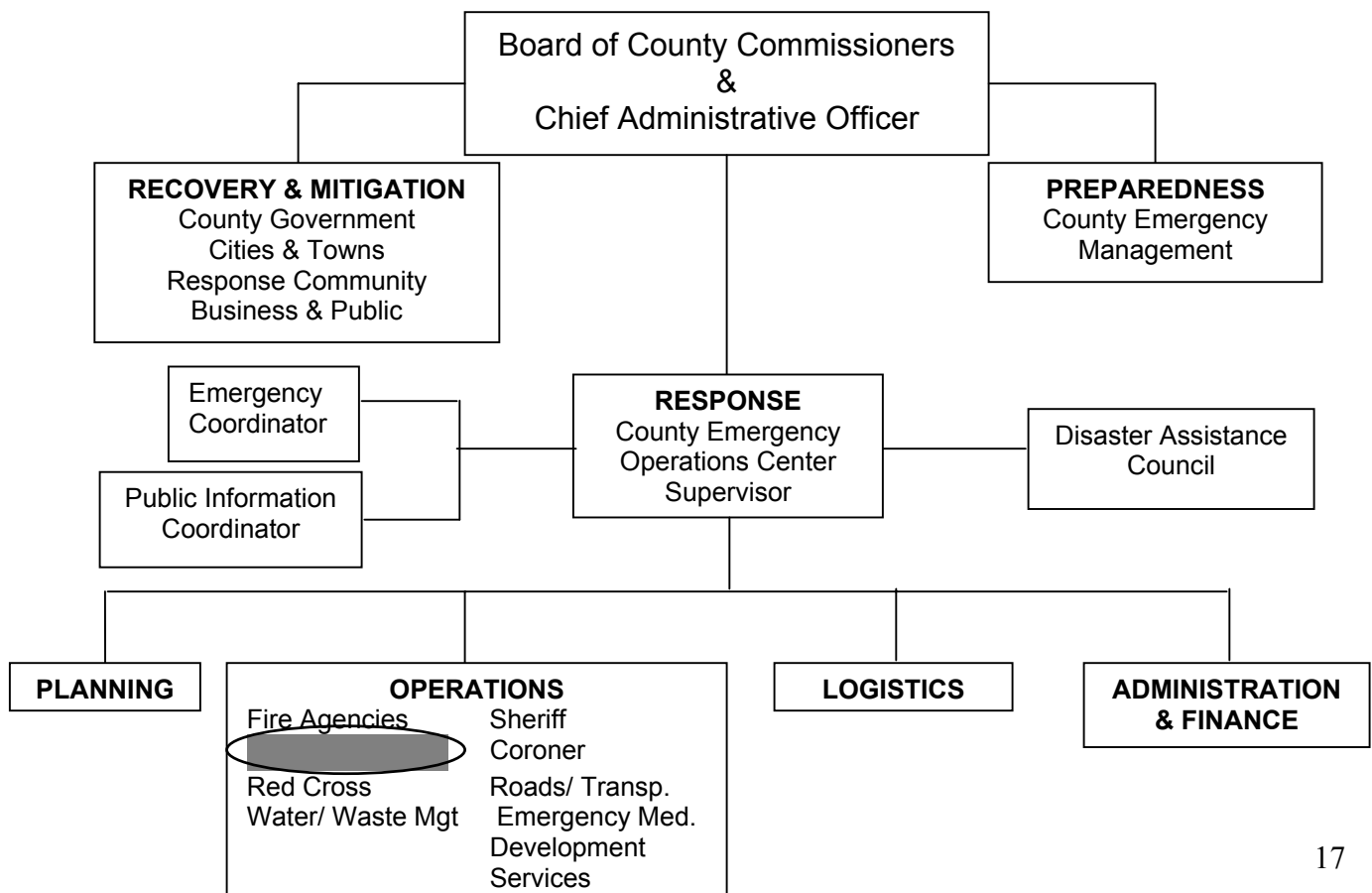
WHO'S IN CHARGE IN THE DEPARTMENT DURING A COMMUNITY-WIDE EMERGENCY?

In times of emergency, it is important to understand the chain of command, including who will direct you and to whom you will answer.

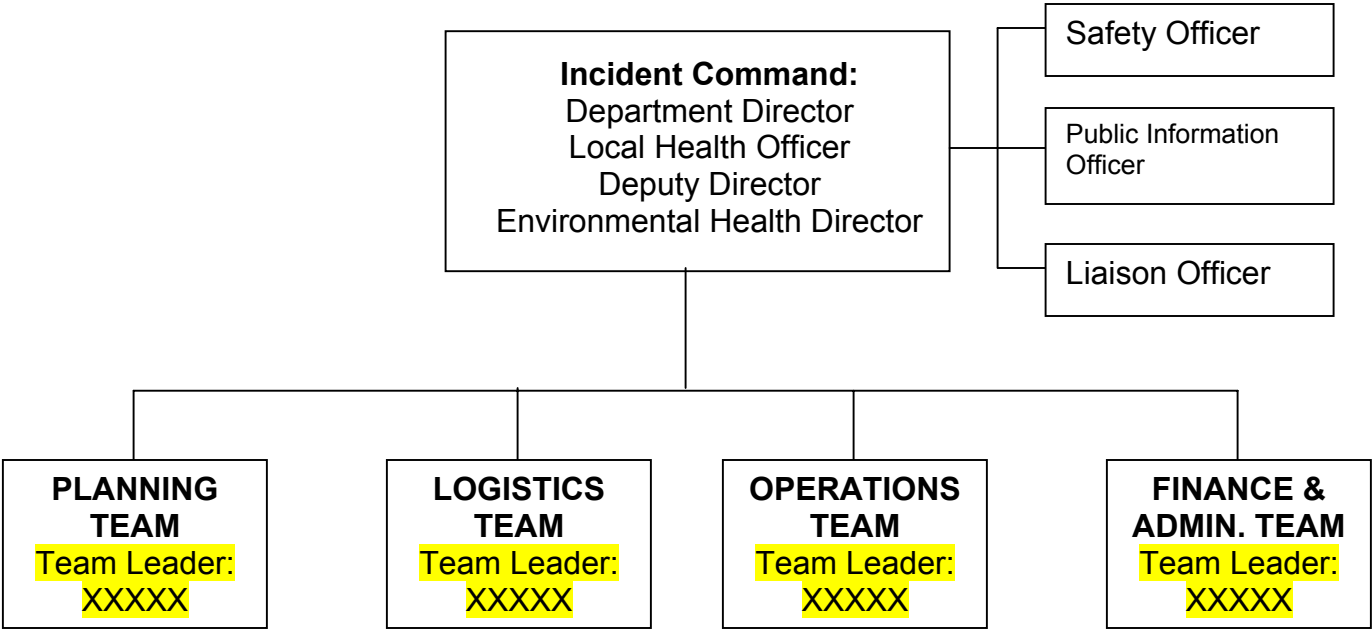
During an emergency response, most employees will continue to report to and receive direction from their supervisor. To the extent possible, employees will follow the existing chain of command. If your supervisor is unable to report to your site, you may receive instruction from another supervisor in the chain of command.

Some employees (e.g. Senior Management) may be required to staff the Department's functions at the County's Emergency Operations Center (EOC). These employees are responsible for coordinating the Department's response to the emergency in conjunction with the other county departments and community agencies. The Department's EOC representatives will communicate through the departmental chain of command the necessary actions that must be carried out by staff to successfully respond to the emergency. They also will receive Departmental status reports through the chain of command in order to monitor the Department's response and its achievement of the objectives.

The chart below describes the organizational relationships in County Disaster Management, showing where the Department of Public Health and Social Services fits within the structure. The next page shows how the Department organizes its response.

Thurston County Disaster Management Organizational Relationships

Thurston County Department of Health and Social Services
Disaster Response Flow Chart



YOUR ROLE AS A COUNTY DEPARTMENTAL EMPLOYEE IN A DISASTER

1. If disaster strikes while you are ***at work at your office or usual place of work***, you are to take whatever actions are necessary to protect yourself, then report to your supervisor or someone else at your worksite (if you cannot reach your supervisor). Every effort will be made to contact your family.
2. If disaster strikes while you are not at your usual place of work (e.g. you are doing field work, working in a satellite clinic, or at a meeting in another building), call your supervisor or someone else at your usual worksite (if you cannot reach your supervisor) as soon as possible. Listen to the radio (KGY 1240 AM or KOMO 1000 AM) for emergency broadcasts. If it is safe to do so, return to your usual worksite.
3. If disaster strikes while you are ***away from work*** (e.g. on weekends or after hours), use the following guidelines for reporting to work:

KEEP INFORMED

- Listen to your car or battery operated radio for emergency updates and routine instructions. Olympia's emergency broadcasting station is KGY 1240 AM or KOMO 1000 AM.
- Stay by your phone because you may be called in to work. Be aware that you may not receive a call for several hours, as the emergency response team determines which staff are needed initially.
- Check the county's website (www.co.thurston.wa.us) periodically for updates and staff call-ups for reporting to work.

FIND OUT WHERE AND WHEN YOU ARE NEEDED

You will receive instructions either through radio announcements, postings on the county's website (if electrical and technical systems are running), or by a telephone call from your supervisor. You may be instructed to call a number to hear a pre-recorded message telling you what to do. If your supervisor calls you to report to work, be sure to ask where and when to report.

Dr. Yu to
verify

→ All personnel should report to the location designated in the instructions you received. If, due to impassable roads and/or bridges, you cannot report to your assigned location, report to the nearest **fire station** and contact the Department's representative at the County Emergency Operations Center.

If the telephone system and electricity is out and radio information is not forthcoming, you should also report AS SOON AS POSSIBLE to the nearest fire station. Contact the Department's representative at the County Emergency Operations Center from that location by calling (360) 754-3360.

HELP FOR YOUR FAMILY

Should it be necessary for you to report to work and you have no other place for your family, please bring them with you. The Department will make every effort to assist in locating appropriate shelter for them. You must, however, provide the necessary food, clothing, and other care supplies (e.g. medications, blankets or sleeping bags, pillows, diapers, formula, small toys) that they will need. If you have no other child care options, it will be provided for your children.

AFTERSHOCKS

Following an earthquake, be prepared for after shocks. If you are driving, pull over to the side of the road and stop. Avoid bridges, overpasses, and power lines. If you are indoors, stay inside until the shaking is over.

OUT -OF-TOWN REPORTING

If you live outside Thurston County, and cannot get into your designated site and cannot report via telephone, report to the nearest fire station and contact the Department's representative at Thurston County's EOC for instructions.

BE ALERT

Make notes of damage you observe on the way in to your work site.

WHAT TO BRING WITH YOU

- County Identification Badge
- Eyeglasses
- Prescriptions/Medications
- Sturdy Shoes
- Jacket (Preferably rain resistant) and warm clothing
- Work gloves
- Non-perishable food and water
- Other appropriate items that may be necessary to carry out your job duties during a disaster (e.g. paper, pens, scissors or knife, flashlight)

WHAT YOU SHOULD EXPECT

It will not be business as usual. You may not be doing the things you usually do at your job. Each individual will be assigned specific tasks. This may mean you will be doing whatever is necessary to care for and protect our citizens. Some of the kinds of activities that you may need to perform are listed in the Staff Skills Assessment Survey that you have already completed (see Attachment B). For example, you may be tasked with handling phone calls, typing, writing press releases, or helping get a clinic set up. You should dress appropriately to fulfill whatever role you may be placed in.

You may be working under a different organizational structure, i.e., one designed for the incident at hand, and a different chain of command. People who you now

report to may not be the people you are assigned to in an emergency. Likewise, if you are in charge of people, you may have different people assigned to you.

The citizens of Thurston County will be depending on county employees to be organized and deliver support and service in a timely manner. We will do everything we can to meet those expectations.

You should expect to remain at work until you are released by your Department. This makes it especially important for you to prepare your family for emergencies and disasters. It will give both you and them peace of mind to know that they are well prepared.

The County will do all that is possible to assist you in contacting your family to ensure their safety. You should ensure that the Department has an up-to-date family locator matrix. You also need to remember to provide the Department with an updated form whenever changes occur in your information. Family locator matrix forms are available from your supervisor. An example of a completed form is provided at the end of this handbook (See Attachment C & D). These forms will be treated as confidential and will be kept in a centralized, secure location in the Department.

PREPARE YOUR HOME AND TRAIN YOUR FAMILY

- Participate in preparedness training by attending training classes and reading emergency preparedness literature.
- Develop a family/home preparedness plan. For help with this, a Family Disaster Planning Guide is included as Attachment E. For more information, see the website of the American Red Cross (www.redcross.org) or contact your local Red Cross office.
- Stock emergency supplies. A checklist of supplies is contained in Attachment F to this handbook.
- Establish an out-of-state telephone contact - someone that all family members can call should you be separated. It is suggested that emergency telephone numbers for all family members and out-of-state contacts be printed on a credit card size paper and laminated for ease of carrying at all times. Long distance service may be available even though local service is not.
- Pre-arrange childcare with relatives/friends for times you may be called for disaster duty.

PREPARE YOUR WORK STATION

- Conduct a "hazard hunt" of your work area to identify problems. Make a report to your supervisor for mitigating hazardous situations.

- | | |
|--|--|
| <input checked="" type="checkbox"/> No slip, trip, or fall hazards | <input checked="" type="checkbox"/> Chemicals, cleaners, and other liquids |
| <input checked="" type="checkbox"/> Nothing is stacked closer than 18" to ceiling. | are secured so they cannot spill and mix together causing toxic fumes. |

- ☒ Aisles are unobstructed.
 - ☒ No storage of boxes, etc. on stairs or stairwells.
 - ☒ Emergency evacuation routes are clearly marked.
 - ☒ Bookcases, file cabinets, computers, etc. are fastened down.
 - ☒ Heavy items are placed on lower shelves.
 - ☒ First aid kits are visible, stocked, including personal protective equipment.
- Keep your county-supplied survival kit at your workstation and in your car.
 - The county-supplied kit contains the following supplies:
 - ☒ Whistle
 - ☒ Hard candies
 - ☒ Filter mask
 - ☒ Pair of latex gloves
 - ☒ 12 hour light stick
 - ☒ packs of drinking water (72 hours)
 - ☒ Emergency survival blanket
 - ☒ Emergency ration bars of compressed concentrated food (for 72 hours)
 - Know building evacuation procedures where you work. Participate in periodic evacuation drills. If you must evacuate your building, take your survival kit, purse, wallet, keys, and personal valuables with you as circumstances allow (i.e. if personal safety is not at risk).

RECOVERING FROM A DISASTER

After a disaster strikes your community, you may be left feeling disoriented. You may need to confirm the health and safety of your family and consider personal issues such as damage to your home and property. The American Red Cross provides general information on disaster recovery issues at their website, www.redcross.org. During this phase, you must remember to take care of yourself, acknowledge your feelings, and not be afraid to ask for help. Asking for help is a sign of strength. One source of help is your Employee Assistance Program. This is a free, confidential service that can help you cope with these issues. You may reach the Employee Assistance Program at 1-800-759-7016.

As an employee, the Department needs you to be physically and mentally able to help with returning operations to normal. Recovery is a time of transition for everyone, and may be stressful for a variety of reasons. Therefore, you must be patient, flexible, and tolerant. Be aware that recovery (for yourself, your family, and for the Department) can take longer than the response to the disaster.

Part of every successful recovery operation concludes with an assessment of the Department's performance (an after-action evaluation). Employees will be expected to participate in discussions of the Department's strengths, weaknesses, concerns, and needs (including training) regarding preparedness and response.

Responding to an emergency is a process that starts with prevention, being adequately prepared, working together with others to ensure the health and safety of the public, returning life to normal, and preparing for the next emergency. The important thing to remember is that you will get through it. As President Abraham Lincoln once said, "This too shall pass away".

Attachment A

TIME CRITICALITY OF ESSENTIAL SERVICES

Time Criticality Scores Key:

3	Make all possible efforts to maintain service (interruption of services will have an immediate and/or long term health impact on community)
2	Maintain services when feasible
1	Provide these services under usual operating conditions and when feasible under adverse conditions (health impact of service interruption not highly time sensitive).

Administration Services	Time Criticality Score
Fiscal Services	
Payroll / time accounting	1
Grant / contract billing	1
Medicaid / insurance billing	1
Fiscal reporting	1
Vendor payments	3
Epidemiology, Assessment, and Planning	
Communicable disease surveillance	3
Chronic disease surveillance	2
Investigation & follow-up	3
Respond to data requests	1
Assist with program evaluation	1
Administrative Services	
Telephone and visitor reception	3
Support to Board of Health	1
HIPAA Compliance	3
Technology infrastructure and support	3
Complaint Triage	3
Complaint response	2
Management Services	
Emergency preparedness of staff	3
Ensure staff response to EOC	3
Ensure staffing plan for ongoing EOC operations	3
Ensure appropriate emergency training for staff	2
Ensure essential public health functions are maintained	3
Ensure debriefing following incident response	3

Communications	
Web	3
Phone	3
Fax	3
Community	3
Media	3

Environmental Health Services	Time Criticality Score
Food Safety Program	
Food plan review.	1
Food service establishment field inspections.	2
Temporary food service field inspections.	2
Food handlers program.	1
Food Service Complaints & Information Requests	3
Drinking Water Program	
Review water system plans for small systems.	1
Inspect site for proposed wells.	1
Ensure building sites have an approved source of drinking water before issuing site approvals.	1
Review water quality monitoring data from small systems.	2
Conduct Sanitary Surveys - Group A & B Contract with DOH	2
Water Supply complaints, investigations and information	3
On-Site Sewage Disposal Program	
Review permit applications.	1
Issue and renew operation certificates.	1
Education and information for OSS owners.	1
Certify designers, installers, pumpers, etc.	1
Evaluate OSS when properties are sold, providing reports to lenders.	2
Administer low-interest loans for repair of failing systems.	1
Provide Technical Assistance for PAC	2
Sewage System Complaints, Investigation and Information	3
Land Use Review	
Review County Land Use Applications	1
Review City Land Use Applications	1
Attend Presubmission Conferences	1
Land Use Complaints, Investigations and Information	1
Provide Technical Assistance for PAC	1
Living Environment	
Swimming Pool Permit Review	1
Swimming Pool regular inspections	1
Swimming pool Complaints, Investigations and Information	2
School Permits and Plan Review	1
School Inspections (annual)	1
School Complaints, Investigations and Information	3
Indoor Air Investigations and Complaints	1

Environmental Health Services	Time Criticality Score
Lead Exposure Investigations and Complaints	1
Noise Investigations and Complaints	1
Gravel Mines	
Annual Permit Review and Renewal	1
New Permits	1
Complaints, Investigations and Information	1
Vector Control	
Rabies Response and Specimen Handling	2
Vector Complaints, Investigations and Information	2
Water Quality Laboratory	
Drinking Water Analyses	3
Surface Water Analyses	2
Water Sample Pick-up from Satellite Locations	2
Resource Protection	
Ground water program	
Monitoring	2
Technical Assistance	3
Grants and Contracts	1
Hazardous waste program	
Small Business Assistance	1
Illegal Drug Labs Posting, Evaluation and Clean-up	2
Site Hazard Assessment	2
Complaints, Investigations and Information	3
Solid waste program	
Solid Waste Permits	1
Grants and Contract Activities	1
Complaints, Investigations and Information	3
Surface water protection	
Grant and Contract Activities	1
Scheduled Monitoring	2
Complaints, Investigations and Information	3
Education Program	
Scheduled Workshops	2
Ongoing Outreach and Program Development	1
Grant and Contract Activities	1
Information	1

Personal Health Programs and Services	Time Criticality Score
Alternate Response System/Early Intervention Program	3
Breast & Cervical Health Program - women's health exams	1
Childcare Program	
Childcare provider consultations	2
Consultation/evaluation as part of communicable disease response.	3
Children with Special Health Care Needs - services & case management	2
Communicable Disease	
Investigation & follow up	3
Information to providers and public	3
Family Planning/Sexually Transmitted Diseases	
Health exams	1
Contraceptive supplies (or referral)	3
Education, Counseling, Risk Reduction	2
Pregnancy Tests	2
STD screening, diagnosis, treatment	2
HIV/AIDS	
Case Management	3
Education	1
Counseling and testing	2
HUB	
Client and visitor reception	2
Telephone reception	3
Clinic intake	2
Immunization	
Adult immunization	1
Children immunization	2
Immunization as part of communicable disease response or post-exposure	3
Maternity Support Services	
Public Health Nurse assessment, education and follow up	2
Emotional support and referrals	1
Nutrition assessment, education and follow up	1
Child-care and transportation	1
Oral Health	
ABCD dental care access services	2
Sealant program	1
Passport	2
Rural Health Services	
Immunization	2
WIC food vouchers/supplies	3
WIC nutrition assessment, education and follow up	1
Tuberculosis	
TB investigation and follow up	3
TB treatment	3
Vital Records	

Issues birth, death, marriage and divorce certificates	2
Issues burial transit permits	3
WIC	
Food vouchers/ supplies	3
Nutrition assessment, education and follow up	1

Social Services	Time Criticality Score
Social Services – Chemical Dependency	
Contracted Services	2
Staff provides information and technical assistance to providers	2
Social Services – Developmental Disabilities	
Staff provides technical assistance and information to providers, state partners, and the general public	2
Contracted Services	2
Social Services – Mental Health	

INCIDENT RESPONSE PLANNING: STAFF ASSESSMENT MATRIX

Name: _____

Program: _____

		SELF RANK	SUP. RANK
	Communications		
1	Phone triaging: Stay calm; make decisions about call routing	0 1 2 3	0 1 2 3
2	Interviewing skills: Elicit information from individuals; discuss sensitive topics	0 1 2 3	0 1 2 3
3	Public speaking: Risk communication	0 1 2 3	0 1 2 3
4	Crowd control: Greeter, organizer, calming influence	0 1 2 3	0 1 2 3
5	Translation / Interpretation skills: Language/s _____	0 1 2 3	0 1 2 3
6	Writing press releases and reports	0 1 2 3	0 1 2 3
7	Counseling skills: Working with distressed members of the public	0 1 2 3	0 1 2 3
8	Formatting educational posters/fliers	0 1 2 3	0 1 2 3
9	Writing educational posters / fliers	0 1 2 3	0 1 2 3
10	Health educator / teacher	0 1 2 3	0 1 2 3
	Clerical		
11	Word processing / keyboarding	0 1 2 3	0 1 2 3
12	Setting up templates for spreadsheets, interview forms, etc.	0 1 2 3	0 1 2 3
13	Data entry	0 1 2 3	0 1 2 3
	Clinical		
14	Medical history / interview	0 1 2 3	0 1 2 3
15	Physical exam / assessment	0 1 2 3	0 1 2 3
16	CPR / first aid	0 1 2 3	0 1 2 3
17	Injections for children	0 1 2 3	0 1 2 3
18	Injections for adults	0 1 2 3	0 1 2 3
19	Venipuncture of children	0 1 2 3	0 1 2 3
20	Venipuncture for adults	0 1 2 3	0 1 2 3
	Administrative / Logistical		
21	Supplies procurement	0 1 2 3	0 1 2 3
22	Recruitment	0 1 2 3	0 1 2 3
23	Set-up clinic	0 1 2 3	0 1 2 3
24	Surveillance/Evaluation	0 1 2 3	0 1 2 3
25	Statistical analysis	0 1 2 3	0 1 2 3

FAMILY LOCATOR MATRIX

Instructions: This information will be used to contact your family in the event of an emergency. It is voluntary and confidential and will be kept in a secure, centralized location in the Department. Please legibly indicate who you would like to be contacted first, second, and third in each block where indicated.

<p align="center">EMPLOYEE</p> <p>Name <u>Jane Doe</u> Dept. <u>Public Health & Social Services</u> Work Phone: <u>(360) 555-1234</u> Home Phone: <u>(360) 555-9589</u> Cell Phone: <u>(360) 555-9999</u> Pager: <u>(360) 555-8888</u></p>			<p align="center">OUT OF STATE CONTACT</p> <p>Name _____ Address _____ _____ Phone _____</p>		
<p># <u>1</u> Empl or Spouse's Parent</p> <p>Name <u>Robert James</u> Address: <u>1440 Pine, Seattle</u> Phone: <u>(206) 555-1400</u> Cell Phone: <u>(360) 555-7777</u> Pager: <u>Not applicable</u> Contact Date _____ Time _____</p>		<p># _____ HOME</p> <p>Address: <u>111 Elm Street</u> <u>Lacey, WA</u> Phone: <u>(360) 555-9589</u> Contact Date _____ Time _____</p>		<p># <u>2</u> Spouse's Work Place</p> <p>Name <u>William Doe</u> Address: <u>743 Yale, Olympia</u> Phone: <u>(360) 555-0100</u> Cell Phone: <u>(360) 555-6677</u> Pager: <u>(360) 555-7766</u> Contact Date _____ Time _____</p>	
<p># <u>5</u> Empl Brother/Sister</p> <p>Name : <u>Joseph James</u> Address: <u>935 Palm, Tampa, FL</u> Phone: <u>(813) 555-4554</u> Cell Phone: <u>(813) 555-5555</u> Pager: <u>Not applicable</u> Contact Date _____ Time _____</p>		<p># <u>3</u> Neighbor #1</p> <p>Name <u>David Smith</u> Address: <u>112 Elm, Lacey</u> Phone: <u>(360) 555-9982</u> Cell Phone: <u>(360) 555-3333</u> Pager: <u>(360) 555-2233</u> Contact Date _____ Time _____</p>		<p># <u>6</u> Child #1</p> <p>Name <u>Jennifer Doe</u> School/Day Care/Location: <u>Highland High School</u> Phone: <u>(360) 555-4444</u> Cell Phone: <u>(360) 555-3322</u> Pager: <u>(360) 555-4321</u> Contact Date _____ Time _____</p>	
<p># _____ Empl Brother/Sister</p> <p>Name _____ Address: _____ Phone: _____ Cell Phone: _____ Pager: _____ Contact Date _____ Time _____</p>		<p># <u>4</u> Neighbor #2</p> <p>Name <u>Rita Right</u> Address: <u>115 Elm, Lacey</u> Phone: <u>(360) 555-6868</u> Cell Phone: <u>Not applicable</u> Pager: <u>Not applicable</u> Contact Date _____ Time _____</p>		<p># _____ Child #2</p> <p>Name _____ School/Day Care/Location: _____ Phone: _____ Cell Phone: _____ Pager: _____ Contact Date _____ Time _____</p>	

FAMILY LOCATOR MATRIX

Instructions: This information will be used to contact your family in the event of an emergency. It is voluntary and confidential and will be kept in a secure, centralized location in the Department. Please legibly indicate who you would like to be contacted first, second, and third in each block where indicated.

<div style="text-align: center;">EMPLOYEE</div> Name _____ Dept. <u>Public Health & Social Services</u> Work Phone: _____ Home Phone: _____ Cell Phone: _____ Pager: _____			<div style="text-align: center;">OUT OF STATE CONTACT</div> Name _____ Address _____ _____ Phone _____		
<div style="text-align: center;">#___ Empl or Spouse's Parent</div> Name _____ Address: _____ Phone: _____ Cell Phone: _____ Pager: _____ Contact Date _____ Time ____		<div style="text-align: center;">#___ HOME</div> Address: _____ Phone: _____ Contact Date _____ Time ____		<div style="text-align: center;">#___ Spouse's Work Place</div> Name _____ Address: _____ Phone: _____ Cell Phone: _____ Pager: _____ Contact Date _____ Time ____	
<div style="text-align: center;">#___ Empl Brother/Sister</div> Name _____ Address: _____ Phone: _____ Cell Phone: _____ Pager: _____ Contact Date _____ Time ____		<div style="text-align: center;">#___ Neighbor #1</div> Name _____ Address: _____ Phone: _____ Cell Phone: _____ Pager: _____ Contact Date _____ Time ____		<div style="text-align: center;">#___ Child #1</div> Name _____ School/Day Care/Location: _____ Phone: _____ Cell Phone: _____ Pager: _____ Contact Date _____ Time ____	
<div style="text-align: center;">#___ Empl Brother/Sister</div> Name _____ Address: _____ Phone: _____ Cell Phone: _____ Pager: _____ Contact Date _____ Time ____		<div style="text-align: center;">#___ Neighbor #2</div> Name _____ Address: _____ Phone: _____ Cell Phone: _____ Pager: _____ Contact Date _____ Time ____		<div style="text-align: center;">#___ Child #2</div> Name _____ School/Day Care/Location: _____ Phone: _____ Cell Phone: _____ Pager: _____ Contact Date _____ Time ____	

FAMILY DISASTER PLANNING

Disaster can strike quickly and without warning. It can force you to evacuate your neighborhood or confine you to your home. What would you do if basic services--water, gas, electricity or telephones--were cut off? Local officials and relief workers will be on the scene after a disaster, but they cannot reach everyone right away.

Four Steps to Safety**1. Find Out What Could Happen to You**

Thurston County Emergency Management has identified the hazards that could occur in your communities and has assessed how vulnerable (most likely level of impact) the county is to these hazards:

Thurston County Hazard Analysis Summary

Event	Probability of Occurring	Vulnerability
Earthquake	High	High
Storm	High	High
Drought	High	Moderate
Flood	High	Moderate
Hazardous Material Incident	High	Moderate
Landslide	High	Low
Critical Shortage	Moderate	Moderate
Terrorism	Moderate	Moderate
Wild/Forest Fire	Moderate	Moderate
Epidemic	Low	High
Dam Failure	Low	Moderate
Heat Wave	Low	Moderate
Volcano	Low	Moderate
Civil Disturbance	Low	Low
Tsunami	Low	Low

Source: Thurston County Comprehensive Emergency Management Plan, 1/98

Learn about your community's warning signals: what they sound like and what you should do when you hear them.

Plan for the care of your pets. Remember that animals are not allowed inside emergency shelters because of health regulations. If alternate sheltering arrangements are needed for your pets, you may need to ask other family members, friends, or neighbors. Thurston County Animal Services may also be able to assist in temporary situations. More information on how you can prepare to care for your pets during disasters is available from Animal Services at 352-2510.

Plan for the care of family members with special needs (e.g. elderly or disabled).

Find out about the disaster plans at your children's school or day care center.

2. Create a Disaster Plan

Meet with your family and discuss why you need to prepare for disasters. Explain the dangers of fire, severe weather, and earthquakes to children. Plan to share responsibilities and work together as a team.

Discuss the types of disasters that are most likely to happen. Explain what to do in each case.

Pick two places to meet:

- Right outside your home in case of a sudden emergency, like a fire.
- Outside your neighborhood in case you can't return home. Everyone must know the address and phone number.

Ask an out-of-state friend to be your "family contact." After a disaster, it's often easier to call long distance. Other family members should call this person and tell them where they are. Everyone must know your contact's phone number.

Discuss what to do in an evacuation. Plan how to take care of your pets.

3. Complete This Checklist:

Post emergency telephone numbers by phones (fire, police, ambulance, etc.).

Teach children how and when to call 9-1-1 or your local Emergency Medical Services number for emergency help.

Show each family member how and when to turn off the utilities (water, gas, and electricity) at the main switches.

Check if you have adequate insurance coverage.

Get training from the fire department for each family member on how to use the fire extinguisher (ABC type), and show them where it's kept.

Install smoke detectors on each level of your home, especially near bedrooms.

Conduct a home hazard hunt. 

Stock emergency supplies and assemble a Disaster Supplies Kit (see Attachment D).

Take a Red Cross first aid and CPR class.

Determine the best escape routes from your home.

Find two ways out of each room.

Find the safe places in your home for each type of disaster.

4. Practice and Maintain Your Plan

Quiz your kids every six months or so.

Conduct fire and emergency evacuations.

Replace stored water and stored food every six months.

Test and recharge your fire extinguisher(s) according to manufacturer's instructions.

Test your smoke detectors monthly. Change the batteries at least once a year.

Neighbors Helping Neighbors

Working with neighbors can save lives and property. Meet with your neighbors to plan how the neighborhood could work together after a disaster until help arrives. If you're a member of a neighborhood organization, such as a home association or crime watch group, introduce disaster preparedness as a new activity. Know your neighbors' special skills (e.g., medical, technical) and consider how you could help neighbors who have special needs, such as disabled and elderly persons. Make plans for childcare in case parents can't get home.

If Disaster Strikes:

Remain calm and patient. Put your plan into action.

Check for injuries. Give first aid and get help for seriously injured people.

Listen to your battery-powered radio for news and instructions

Home Hazard Hunt

In a disaster, ordinary items in the home can cause injury and damage. Anything that can move, fall, break, or cause a fire is a potential hazard.

Repair defective electrical wiring and leaky gas connections.

Fasten shelves securely.

Place large, heavy objects on lower shelves.

Hang pictures and mirrors away from beds.

Brace overhead light fixtures.

Secure water heater. Strap to wall studs.

Repair cracks in ceilings or foundations.

Store weed killers, pesticides, and flammable products away from heat sources.

Place oily polishing rags or waste in covered metal cans

Clean and repair chimneys, flue pipes, vent connectors, and gas vents.

Check for damage in your home...

Use flashlights. Do not light matches or turn on electrical switches, if you suspect damage.

Sniff for gas leaks, starting at the water heater. If you smell gas or suspect a leak, turn off the main gas valve, open windows, and get everyone outside quickly.

Shut off any other damaged utilities. (You will need a professional to turn gas back on.)

Clean up spilled medicines, bleaches, gasoline, and other flammable liquids immediately.

Remember to...

Confine or secure your pets.

Call your family contact--do not use the telephone again unless it is a life-threatening emergency.

Check on your neighbors, especially elderly or disabled persons.

Make sure you have an adequate water supply in case service is cut off.

Stay away from downed power lines.

From "Family Disaster Plan" developed by the Federal Emergency Management Agency and the American Red Cross.

DISASTER SUPPLIES KIT

There are six basics you should stock for your home: water, food, first aid supplies, clothing and bedding, tools and emergency supplies, and special items. Keep the items that you would most likely need during an evacuation in an easy-to carry container--suggested items are marked with an asterisk(*). Possible containers include a large, covered trash container, a camping backpack, or a duffle bag.

Water

Store water in plastic containers such as soft drink bottles. Avoid using containers that will decompose or break, such as milk cartons or glass bottles. A normally active person needs to drink at least two quarts of water each day. Hot environments and intense physical activity can double that amount. Children, nursing mothers, and ill people will need more. Store one gallon of water per person per day. Keep at least a three-day supply of water per person (two quarts for drinking, two quarts for each person in your household for food preparation/sanitation).*

Food

Store at least a three-day supply of non-perishable food. Select foods that require no refrigeration, preparation or cooking, and little or no water. If you must heat food, pack a can of sterno. Select food items that are compact and lightweight. Include a selection of the following foods in your Disaster Supplies Kit:

- Ready-to-eat canned meats, fruits, and vegetables
- Canned juices
- Staples (salt, sugar, pepper, spices, etc.)
- High energy foods
- Vitamins
- Food for infants
- Comfort/stress foods

First Aid Kit

Assemble a first aid kit for your home and cars.

- Sterile adhesive bandages in assorted sizes
- Assorted sizes of safety pins
- Cleansing agent/soap
- Latex gloves (2 pairs)
- Sunscreen
- 2-inch sterile gauze pads (4-6)
- 4-inch sterile gauze pads (4-6)
- Triangular bandages (3)
- Non-prescription drugs
- 2-inch sterile roller bandages (3 rolls)
- 3-inch sterile roller bandages (3 rolls)
- Scissors
- Tweezers
- Needle
- Moistened towelettes
- Antiseptic
- Thermometer
- Tongue blades (2)
- Tube of petroleum jelly or other lubricant

Non-Prescription Drugs

- Aspirin or nonaspirin pain reliever
- Anti-diarrhea medication
- Antacid (for stomach upset)
- Syrup of Ipecac (use to induce vomiting if advised by the Poison Control Center)
- Laxative
- Activated charcoal (use if advised by the Poison Control Center)

Tools and Supplies

- Mess kits, or paper cups, plates, and plastic utensils*
- Emergency preparedness manual*
- Battery-operated radio and extra batteries*
- Flashlight and extra batteries*
- Cash or traveler's checks, change*
- Non-electric can opener, utility knife*
- Fire extinguisher: small canister ABC type
- Tube tent
- Pliers
- Tape
- Compass
- Matches in a waterproof container
- Aluminum foil
- Plastic storage containers
- Signal flare
- Paper, pencil
- Needles, thread
- Medicine dropper
- Shut-off wrench, to turn off household gas and water
- Whistle
- Plastic sheeting

Map of the area (for locating shelters)

DISASTER SUPPLIES KIT (cont'd)**Sanitation**

- Toilet paper, towelettes*
- Soap, liquid detergent*
- Feminine supplies*
- Personal hygiene items*
- Plastic garbage bags, ties (for personal sanitation uses)
- Plastic bucket with tight lid
- Disinfectant
- Household chlorine bleach

Clothing and Bedding

- At least one complete change of clothing and footwear per person
- Sturdy shoes or work boots
- Rain gear
- Blankets or sleeping bags
- Hat and gloves
- Thermal underwear
- Sunglasses

Special Items

Remember family members with special requirements, such as infants and elderly or disabled persons

For Baby

- Formula
- Diapers
- Bottles
- Powdered milk
- Medications

For Adults

- Regular medication taken daily
- Insulin
- Prescription drugs
- Denture needs
- Contact lenses and supplies
- Extra eye glasses

Entertainment

- Games and books

Important Family Documents

- Keep these records in a waterproof, portable container:
 1. Will, insurance policies, contracts deeds, stocks and bonds
 2. Passports, social security cards, immunization records
 3. Bank account numbers
 4. Credit card account numbers and companies
- Inventory of valuable household goods, important telephone numbers
- Family records (birth, marriage, death certificates)
- Store your kit in a convenient place known to all family members. Keep a smaller version of the supplies kit in the trunk of your car.
- Keep items in airtight plastic bags. Change your stored water supply every six months so it stays fresh. Replace your stored food every six months. Re-think your kit and family needs at least once a year. Replace batteries, update clothes, etc.
- Ask your physician or pharmacist about storing prescription medications.

From "Disaster Supplies Kit" developed by the Federal Emergency Management Agency and the American Red Cross.